

PHA FOUNDATION
Ministry of Housing and Works
Government of Pakistan

Islamabad, the 24th of May, 2017

NOTIFICATION

SRO _____ . In exercise of the powers conferred by the Article 42 of the Articles of Association of the Pakistan Housing Authority Foundation (PHAF), a Company established under Ministry of Housing and Works, under Section 42 of the Companies Ordinance, 1984 and in pursuance of the Resolution of the Board of Directors i.e. the competent authority dated February 13, 2017, the PHA Foundation is pleased to make the following Regulations, namely:

PHA FOUNDATION EMPLOYEES (SERVICE) REGULATIONS, 2017

CHAPTER I -- GENERAL

1. Short title and commencement: (1) These regulations may be called the Pakistan Housing Authority Foundation Employees (Service) Regulations, 2017.

(2) It shall come into force w.e.f. February 13, 2017.

2. Definitions: (1) In these rules, unless there is anything repugnant in the subject or context:

- (1) 'Appellate Authority' means the officer or authority next above the authority or appointing authority.
- (2) 'Authority' means the appointing authority or an officer declared as such under these rules.
- (3) 'Board' means the Board of Directors of the Company.
- (4) 'Competent Authority' means the CEO or an officer declared as such under these rules or any other law applicable to the Company.
- (5) 'Daily Wager' means a worker engaged on work of purely temporary nature or on daily remuneration basis or against a specified project post.

- (6) 'CEO' means the Chief Executive Officer of the Company.
- (7) 'Contract Service' means service under specified contract for a limited period.
- (8) 'Company' means the PHA Foundation.
- (9) 'Day; means a calendar day.
- (10) 'Departmental Promotion Committee' means a Committee constituted for the purpose of making selection for promotion or transfer to posts under the Company.
- (11) 'Departmental Selection Committee' means a Committee constituted for the purpose to make selection for initial appointment to posts under the Company.
- (12) 'Director' means a member of the Board.
- (13) 'Duty' includes:-
 - a) Joining time (not on first appointment)
 - b) Service in Company on probation period if followed by confirmation.
 - c) Period of Training in or outside Pakistan after becoming an employee of the Company.
 - d) Period spent in appearing in an authorized and obligatory examination.
- (14) 'Employee' means a person employed in any position in the Company.
- (15) 'Foundation' means PHA Foundation.
- (16) 'Government' means the Federal Government.
- (17) 'Initial Appointment' means appointment made otherwise than by promotion or transfer.
- (18) 'Joining Time' means time allowed to an employee for travel on transfer to a station where he is posted.
- (19) 'Leave' means absence from duty with permission of the competent authority for a specific period.
- (20) 'Pay' means the monthly remuneration, excluding allowances, drawn by the employee in the scale of his post, including technical pay, special pay, personal pay and officiating pay or any other emoluments declared as pay.

- (21) 'Prescribed' means prescribed by these rules.
- (22) 'On Probation' means a person employed and placed on probation in or against a regular post.
- (23) 'Project' means any project undertaken or managed by the Company.
- (24) 'Regulations' means PHA Foundation Employees (Service) Regulations, 2017.
- (25) 'Schedule' means schedule to these Rules.

3. **Application:** These rules shall not apply to:-

1. The Chief Executive Officer and the Directors of the Board appointed / nominated by the Federal Government.
2. Deputationists
3. Any person employed purely on daily wages basis.
4. Work Charged labour

4. **Powers of the Board to Relax Rules:**

Where the Board is satisfied that it is not practicable to comply with any of these Regulations in a particular case or class of cases, the Board may, for reasons to be recorded and subject to such conditions as it may deem fit, relax any of these Regulations.

CHAPTER - II

APPOINTMENT, PROMOTION, TRANSFER, PROBATION AND SENIORITY

5. **Appointment.** Appointment to various posts in Company may be made by:-
 - a. Initial Appointment
 - b. Promotion
 - c. Transfer
6. **Appointment to be made against sanctioned posts:** All appointments in the PHA Foundation shall be made against sanctioned posts.
7. **Creation / Abolition of Post:** The power for creation / abolition/up-gradation/re-designation/down-gradation of all posts in PHAF shall vests in the Board.
8. **Method of Appointment:** The method of appointment to the posts in the Company shall be as per Schedule-I of these Regulations.

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

9. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the posts concerned in the Schedule-II to these Regulations provided that:-
 - i. "Experience" means, experience gained in a regular full-time paid job; in the relevant field, in Government (both federal and Provincial)/Semi Government or organization of repute.
 - ii. The period spent by a candidate in obtaining degree of M.Phil or Ph.D in the relevant field shall be treated as practical experience up to a maximum period of two and four years respectively for the purpose of initial appointment, provided that:
 - a) Candidate who has obtained the degree of M.Phil or Ph.D during service shall not be entitled to a double benefit of

counting the said period as service towards experience prescribed for the post; and

- b) This concession shall not be available for the posts for which the prescribed qualification is M.Phil/Ph.D.
- iii. The maximum age limit may be relaxed in respect of the candidates to the extent as may be specified by the BoD according to the Government policy; and
- iv. Eligibility of candidates shall be reckoned, as on the closing date fixed for submission of applications in accordance with these Regulations.
 - a. Vacancies shall be filled in on all Pakistan basis in accordance with the merit, provincial or regional quota as prescribed by the Government from time to time.
 - b. A candidate for appointment to a vacancy, if the Company so requires shall have to undergo:
 - (1) Trade test, including written test,
 - (2) Interview by a Selection Committee, and
 - (3) Being declared medically fit by the Civil Surgeon.
- v. No deviation from the procedure laid down regarding appointment and promotion shall be made. No person shall, who had previously resigned from the service of the Company be appointed, unless he fulfills the conditions prescribed for direct recruitment.
 - a. Provided that the service rendered previously by such an employee shall not count towards fixation of pay, seniority, leave, pension and other benefits.
 - b. Provided further the appointment of such an employee shall, for all purpose be treated as fresh appointment.
- vi. The maximum age limits will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir, and Gilgit Biltistan, or as may be specified by the BoD.
- vii. The government servants who have completed at least 2 years service, maximum age limit may be relaxed by not more than 10 years upto the age of 55 years.

10. **Conditions for Promotion:** Appointment by promotions in the Company shall be made amongst the regular officers of the feeding cadre who possess the required

qualification and experience through prescribed method as specified in the Schedule-III of these Regulations provided that:-

- a. An employee possessing such minimum qualifications as may be prescribed shall be eligible for promotion to a post for the time being reserved under these regulations for departmental promotion in the higher scale or group, in accordance with the prescribed manner.
- b. Promotion shall be made on the basis of seniority, fitness and mandatory trainings.
- c. In case a suitable person is not available for promotion to a post required to be filled by promotion the vacancy of any such post will be filled by direct recruitment or by transfer.
- d. Promotion to all posts in the Company shall be made on the recommendation of the Departmental Promotion Committee.
- e. Only those employees who possess the requisite qualification and relevant experience as laid down for the purpose of promotion to a post shall be considered by the Departmental Promotion Committee.

11. **Appointing Authorities:** The authorities competent for appointments to various posts in the Company shall be as follows, however, all appointments shall be made through prescribed manner and subject to approval/ clearance by the Board:-

S. No	Posts	Appointing Authority
1.	Chief Executive Officer	Prime Minister of Pakistan ¹
2.	BS- 18 and above	Chairman PHA-F Board
3.	BS-17 and below	Chief Executive Officer

12. **Departmental Promotion Committee:** The Departmental Promotion Committees (DPC) shall make recommendations for promotion to various posts as given below:-

¹ Appointment to the post of Chief Executive Officer shall be made by the Government on the recommendations of BoD in terms of article 48 of the Articles of Association of PHA Foundation and Companies Ordinance, 1984.

S. No	Posts	Departmental Promotion Committees	
1.	Posts in BS-18 to 20	(i) Chairman of the Board (ii) Vice Chairman of the Board (iii) Chief Executive Officer	Chairman Member Member/Secretary
2.	Posts in BS-11 to 17	(i) Chief Executive Officer (ii) Director Finance (iii) Director Admn/HR	Chairman Member Member/Secretary
3.	Posts in BS-01 to 10	(i) Director Admn/HR (ii) Deputy Director (Fin) (iii) Deputy Director (Admn)	Chairman Member Member/Secretary

13. **Departmental Selection Committee:** The Departmental Selection Committees (DSCs) shall make recommendations for appointment to various posts as given below:-

S. No	Posts	Departmental Selection Committees	
1.	Posts in BS-18 to 20	(i) Chairman of the Board (ii) Vice Chairman of the Board (iii) Chief Executive Officer	Chairman Member Member/Secretary
2.	Posts in BS-11 to 17	(i) Chief Executive Officer (ii) Director Finance (iii) Director Admn/HR	Chairman Member Member/Secretary
3.	Posts in BS-01 to 10	(i) Director Admn/HR (ii) Deputy Director (Fin) (iii) Deputy Director (Admn)	Chairman Member Member/Secretary

14. **Employment to be for whole time**

Unless otherwise provided, an employee hired on regular basis shall be considered as a whole time employee and his/her services may be utilized as required by the Company with or without any claim for additional remuneration. While the officers posted by Government on deputation basis shall be appointed as per terms and conditions of their deputation.

15. **Probation**

- a. An initial appointment to a post, not being an appointment on a post on casual basis, and an appointment by promotion or transfer shall be made on probation for a period of one year or until such time as the appointee is confirmed. This period may be curtailed for good and sufficient reasons to be recorded or if considered necessary, it may be extended by the competent authority for a further period not exceeding one year at a time. Provided that in the case of initial appointment to a post an employee shall not be deemed to have completed his period of probation satisfactorily until his character and antecedents have been verified as satisfactory and he/she is found medically fit.
- b. On the satisfactory completion of the period of probation the competent authority may confirm the employee in his appointment.
- c. The probation period can be reduced in case the CEO is satisfied with the performance of an employee.
- d. If, in the opinion of the head of department the work or conduct of an employee on probation is unsatisfactory or shows that he is not likely to become efficient, the Company may terminate his service without any notice.

16. **SENIORITY**

- a. The appointing authority shall cause a seniority list of the employees to be prepared and circulated departmentally. If no representation or objection is received, the seniority of the employee shall be deemed to be reckoned according to the list. However, nothing therein contained shall be construed to confer any vested right to a particular seniority or to any benefit accruing there from.
- b. **Seniority on initial Appointment.** Seniority on initial appointment shall be determined on the basis of the date of appointment. If several candidates are appointed on one or the same date, they shall be assigned seniority in the order of merit.
- c. **Seniority on Promotion.** Seniority in a post in the scale or group to which an employee is promoted shall take effect from date of regular appointment on promotion to a post in that scale of group.

Provided that an employee who is selected for promotion to a higher post shall retain his inter-se-seniority as in the lower post.

Provided further that if any employee is to be reverted, the reversion will be in the reverse order of seniority.

Provided further that an employee eligible for promotion who could not be considered for promotion in the original reference in circumstances beyond his control or whose case was deferred while his/her juniors were promoted to the higher post, shall, on promotion, without supersession, take his/her seniority with the original batch.

- e. **Seniority on Appointment by Transfer.** Seniority in a post to which an employee is appointed by transfer shall take effect from date of regular appointment to that post in the Company.

17. **Commencement of Service.** The service of an employee will commence from the date he/she reports for duty at the place and time specified in his/her offer or letter of appointment subject to medical fitness.

18. **Contractual Appointment**

- a. Where under special circumstances, it is not possible to appoint a person, in the prescribed manner, the Foundation may employ any person on contract, for carrying out a specialized assignment or a specific job within a specified time and at a suitable remuneration as approved by the Appointing Authority concerned.
- b. Where under special circumstances due to exigency of tasks required to be performed by the professionals to assist the Company in performing its functions and where the appointment of a person, under the prescribed manner is considered to delay the availability of a required professional, the Company may employ through contract a consultant or advisor, for carrying out a specific assignment or a job requiring specialized expertise within a specified time. Such appointment may be made at suitable remuneration as approved by the Board on case to case basis, after due assessment of the prevailing market rates for the acquisition of similar services.
- c. All appointments which are made on contract basis against BPS-17 and above shall be made by the Board of Directors in the manner prescribed by these regulations. The initial engagement period shall be fixed by the Board of Directors. The CEO shall be competent to grant extension up to two (02) years at a time. Summary of such extensions shall be placed before the Board at least once during a year.

19. **Service on Deputation**

- (1) In case where a person possessing specific skills or expertise is required to assist the Foundation in performing its functions and the required services cannot be immediately availed through direct recruitment, vacant posts in

PHAF may be filled by acquiring the services of any person from other Federal/Provincial Government departments or Autonomous/Semi-Autonomous bodies for a period of 3 years extendable by another two (02) years, provided they possess the qualifications, experience etc., prescribed for initial appointment or promotion. On completion of five years, the officer/official will automatically stand repatriated from PHA-F.

- (2) Unless it is otherwise provided in any specific case, the person on deputation shall be a whole time employee of the Foundation.

20. **Posting and Transfer.** Every employee shall be liable to serve anywhere in Pakistan where Company has its offices and / or operations.

21. **Resignation from Service.** Any employee may resign from service on 30 days' notice in writing in advance or pay in lieu thereof.

22. **Age of superannuation:** The superannuation age for retirement from the Company service will be sixty (60) years.

CHAPTER-III
MISCELLANEOUS

23. **Leave:** Government of Pakistan Revised Leave Rules 1980 shall be followed mutatis mutandis in the Company.
24. **Performance Evaluation:** For performance evaluation of the employees of PHA Foundation, the Establishment Division's booklet "*A Guide to Performance Evaluation 2004*" shall be followed mutatis mutandis in the Company.
25. **Conduct, Discipline and Efficiency:** Government Servants Conduct Rules 1964 and Government Servants (Efficiency and Discipline) Rules, 1973 of the Government of Pakistan, Establishment Division shall be followed mutatis mutandis in the Company.
26. **Holidays:** Public holidays to be observed in the Company shall be in line with those of the Federal Government.
27. The Board shall be the authority for the interpretation of these regulations.
28. Communication in any manner whatsoever written or verbal on service matters including postings and transfers etc., and forwarding advance copies of requests to higher officers shall not be made by any employees except through the appropriate channel. Any breach of orders in this regard shall render the person concerned liable to disciplinary action.
29. The Company with the approval of Board may, from time to time, make further regulations or modify and amend any of these regulations.

30. In all matters not provided in these regulations the employees shall be governed by the Government Rules.

31. Nothing in these regulations shall affect or authorize re-opening of any decision at the conditions of service of an employee made before the commencement of these regulations on the ground that such a decision is not consistent with the provision of these regulations.



(ZAFARYAB KHAN)

Director (Admn)/Company Secretary

File No.PHAF/HR/159/2015

Schedule-I

Method of Appointment in PHA Foundation

The method of appointment to the posts shall be as under:-

S #	Name of the Post & BPS	By Promotion	By Initial Appointment	By Transfer
1	Chief Executive Officer (in case of civil servant BS-20/21)	—	100% either by initial appointment or by transfer as per Articles of Association of PHAF and Companies Ordinance, 1984.	—
2	Chief Engineer (BS-19/20)	—	—	100 % by Deputation
3	Director (BS-19)	25%	25%	50%
4	Deputy Director (BS-18)	50%	25%	25%
5	Assistant Director (Admn/IT/Land & Estate/ Media/Finance) (BS-17)	20%	80%	—
6	Assistant Director (Civil/Electrical/ Mechanical) (BS-17)	25%	75%	—
7	Accounts Officer (BS-17)	—	50%	50%
8	Private Secretary (BS-17)	100%	—	—

9	Accountant (BS-16)	—	20%	30%
10	Computer Operator (BS-16)	50%	50%	—
11	Administrative Officer (BS-16)	50%	50%	—
12	Stenographer (BS-16)	50%	50%	—
13	Assistant (BS-15)	50%	50%	—
14	Steno-typist (BS-14)	—	100%	—
15	Data Entry Operator (BS-11)	—	100%	—
16	Sub Engineer (Civil) (BS-11)	—	100%	—
17	Sub Engineer (E/M) (BS-11)	—	100%	—
18	Draftsman (BS-11)	—	100%	—
19	UDC(BS-11)	50%	50%	—
20	LDC(BS-09)	10%	90%	—
21	Driver(BS-05)	—	100%	—
22	Dispatch Rider (BS-05)	—	100%	—
23	Record Keeper (BS-05)	—	100%	—
24	Electrician (BS-05)	—	100%	—
25	Photocopier Operator (BS-04)	—	100%	—
26	Cook (BS-02)	—	100%	—
27	Naib Qasid (BS-02)	—	100%	—
28	Sweeper(BS-02)	—	100%	—
29	Security Guard(BS-02)	—	100%	—

SCHEDULE-II

Age, Academic Qualification and Experience for Initial Recruitment to various posts in the PHA Foundation.

S. No.	Designation and BS of the post	Qualification	Experience	Age Limit
1.	Chief Executive Officer	Fit and Proper criteria/ terms and conditions of age, qualification, experience etc. shall be finalized by the Board in the light of Public Sector Companies (Appointment of Chief Executive Officer) Guideline 2015.		
2.	Chief Engineer (BS-19/20)	Bachelor's Degree in Engineering in Civil from a recognized University	17 years' experience in Grade-17 & above	40-50 Years
3.	Director (Admn)/ Company Secretary (BS-19)	Second Class Master's Degree or equivalent qualification or Grade "C" preferably in Public Administration (MPA/MS-HRM) or Business Administration (MBA-HR) or LLB/LLM from a University recognized by the HEC.	05 years experience in relevant field at responsible position equivalent to basic pay scale 18 and above OR 07 years in BS-17 and above in Government/ Semi Government Organizations	32-40 Years
4.	Director (Finance) (BS-19)	2nd Class or Grade 'C' Master's Degree in Finance/Accounts or equivalent from a University recognized by the HEC or A Chartered Accountant or Cost and Management Accountant OR Chartered Accountancy with 5-10 years' experience Or CA/ACCA Or ICMA with 10-12 years' experience OR Seven years' experience in Pakistan Audit and Accounts Service in an Accounts Group in BPS-18 and above Knowledge of commercial and company accounting essential	05 years post qualification experience in a responsible position equivalent to basic pay scale 18 and above OR 07 years in BS-17 and above in Government/ Semi Government Organizations or in a public sector company	32-40 Years
5.	Director (Land & Estate) (BS-19)	MBA/MPA/LLB or equivalent qualification from a University recognized by the HEC.	05 years experience in relevant field in a responsible position equivalent to basic pay 18 and above OR 07 years experience in BS-17 and above in Government/ Semi Government Organizations	32-40 Years
6.	Director (Engineering) (BS-19)	Second Class Bachelor Degree in Civil/Electrical Engineering from a University recognized by the HEC.	05 years experience in planning/ designing and construction of civil works in a responsible position equivalent to BPS-18 or 07 years in BS-17 and above in Government/ Semi Government Organization	32-40 Years
7.	Director (Monitoring & Coordination) (BS-19)	Second Class Bachelor Degree in Civil Engineering/MBA/MPA/LLB from a University recognized by the HEC.	05 years experience in relevant field in a responsible position equivalent to basic pay 18 and above OR 07	32-40 Years

			years experience in BS-17 and above in Government/ Semi Government Organizations	
8.	Deputy Director (Admn) (BS-18)	Second Class Master's Degree or equivalent qualification preferably in Public Administration (MPA/MS-HRM) or Business Administration (MBA-HR) from a University recognized by the HEC.	05 years' experience in relevant field at responsible position equivalent to BPS-17 and above in Government/ Semi Government Organization	25-35 Years
9.	Deputy Director (Finance) (BS-18)	Second Class MBA (Finance)/ M.Com/ MA Economics/CA (Inter) or equivalent qualification from a University recognized by the HEC. Knowledge of commercial and company accounting preferable.	05 years' experience in a position equivalent to BPS-17 in Government/ Semi Government Organization	25-35 Years
10.	Deputy Director (Law) (BS-18)	Second Class LLB/LLM Degree or equivalent qualification from HEC recognized Universities from a University recognized by the HEC.	LLM with 03 years of experience in responsible position equivalent to BPS-17 and above in Government/ Semi Government Organization OR LLB with 05 years experience OR Bar at Law with 03 years experience	25-35 Years
11.	Deputy Director (Land) (BS-18)	Second Class Master's Degree (MBA/ MPA/ LLB) or equivalent qualification from a University recognized by the HEC.	05 years experience in relevant field in responsible position equivalent to BPS-17 and above in Government / Semi Government Organization	25-35 Years
12.	Deputy Director (Estate) (BS-18)	Second Class Master's Degree (MBA/ MPA/ LLB) or equivalent qualification from a University recognized by the HEC.	05 years experience in relevant field in responsible position equivalent to BPS-17 and above in Government / Semi Government Organization	25-35 Years
13.	Deputy Director (Joint Venture) (BS-18)	Second Class Master's Degree (MBA/ MPA/ LLB) or equivalent qualification from a University recognized by the HEC.	05 years experience in relevant field in responsible position equivalent to BPS-17 and above in Government / Semi Government Organization	25-35 Years
14.	Deputy Director (Media Management) (BS-18)	Second Class Master's Degree in Mass Communication/ Journalism or equivalent qualification from a University recognized by the HEC.	05 years experience in relevant field in position equivalent to BPS-17 and above in Government / Semi Government Organization	25-35 Years
15.	Deputy Director (Contract Management) (BS-18) or equivalent	Second Class Bachelor's Degree in Civil/ Electrical Engineering from a University recognized by the HEC.	05 years experience in relevant field in a position equivalent to BPS-17 and above in Government / Semi Government Organization	25-35 Years
16.	Deputy Director (Planning) (BS-18)	Second Class Bachelor's Degree in Civil/ Electrical Engineering from a University recognized by the HEC.	05 years experience in relevant field in a position equivalent to BPS-17 and above in Government / Semi Government Organization	25-35 Years
17.	Deputy Director (Construction) (BS-18)	Second Class Master's Degree in Civil Engineering or equivalent qualification from a University recognized by the HEC.	05 years experience in relevant field in a responsible position equivalent to BPS-17	25-35 Years

			and above in Government / Semi Government Organization	
18.	Deputy Director (Monitoring & Coordination) (BS-18)	Second Class Master's Degree in Civil Engineering/MBA/MPA/LLB or equivalent qualification from a University recognized by the HEC.	05 years experience in relevant field in a responsible position equivalent to BPS-17 and above in Government / Semi Government Organization	25-35 Years
19.	Assistant Director (Admn) (BS-17)	Second Class Master's Degree or equivalent qualification preferably in Public Administration (MPA/MS-HRM) or Business Administration (MBA-HR) from a HEC recognized University	02 years experience in the field of Management in an organization or a firm of repute in public or private sector.	22-30 Years
20.	Assistant Director (HR) (BS-17)	Second Class Master's Degree or equivalent qualification preferably in Public Administration (MPA/MS-HRM) or Business Administration (MBA-HR) from a HEC recognized University.	02 years experience in the field of Management in an organization or a firm of repute in public or private sector.	22-30 Years
21.	Assistant Director (Information Technology) (BS-17)	2nd Class or Grade 'C' Master's Degree in Computer Science/ Information Technology or equivalent from a University recognized by the HEC.	02 years experience in the relevant field in an organization or a firm of repute in public or private sector	22-30 Years
22.	Assistant Director (Contract) (BS-17) or equivalent	Second Class Master's Degree in Civil/Electrical Engineering or equivalent qualification from a HEC recognized University.	02 years experience in the relevant field in an organization or a firm of repute in public or private sector	22-30 Years
23.	Assistant Director (Legal) (BS-17)	2nd Class LLB/LLM or equivalent qualification from University recognized by the HEC.	02 years experience as a legal practitioner preferably in cases of acquisition of land, transfer of property, construction agreements and civil matters.	22-30 Years
24.	Assistant Director (Finance) (BS-17)	Second Class Master's Degree in Finance or equivalent qualification from HEC recognized University.	02 years experience in the relevant field in an organization or a firm of repute in public or private Sector.	22-30 Years
25.	Assistant Director (Estate) (BS-17) or equivalent	Second Class MBA/MPA/LLB or equivalent qualification from HEC recognized University.	02 years experience in the relevant field in an organization or a firm of repute in public or private Sector.	22-30 Years
26.	Assistant Director (Land) (BS-17)	Second Class MBA/MPA/LLB or equivalent qualification from HEC recognized University.	02 years experience in the relevant field in an organization or a firm of repute in public or private Sector.	22-30 Years
27.	Assistant Director (Joint Venture) (BS-17)	Second Class MBA/MPA/LLB or equivalent qualification from HEC recognized University.	02 years experience in the relevant field in an organization or a firm of repute in public or private Sector.	22-30 Years
28.	Assistant Director (Media) (BS-17)	Second Class Master's Degree in Mass Communication/Journalism or equivalent qualification from HEC's recognized University.	02 years experience in the relevant field in an organization or a firm of repute in public or private Sector.	22-30 Years
29.	Assistant Director (Contract Management) (BS-17)	Second Class Bachelor's Degree in Civil/Electrical Engineering from HEC's recognized University.	02 years experience in the relevant field in an organization or a firm of repute in public or private Sector.	22-30 Years

30.	Assistant Director (QS) (BS-17)	Second Class Bachelor's Degree in Civil Engineering from a HEC's recognized University.	02 years experience in the relevant field in an organization or a firm of repute in public or private Sector.	22-30 Years
31.	Assistant Director (Construction) (BS-17)	Second Class Bachelor's Degree in Civil Engineering from HEC's recognized University.	02 years experience in the relevant field in an organization or a firm of repute in public or private Sector	22-30 Years
32.	Assistant Director (Planning) (BS-17)	Second Class Bachelor's Degree in Civil Engineering from a HEC's recognized University.	02 years experience in the relevant field in an organization or a firm of repute in public or private Sector.	22-30 Years
33.	Assistant Director (Architect) (BS-17)	Second Class Bachelor's Degree in Civil Engineering from HEC's recognized University.	02 years experience in the relevant field in an organization or a firm of repute in public or private Sector	22-30 Years
34.	Assistant Director (Monitoring) (BS-17)	Second Class Bachelor's Degree in Civil Engineering/MBA/MPA or equivalent qualification from HEC's recognized University.	02 years experience in the relevant field in an organization or a firm of repute in public or private Sector.	22-30 Years
35.	Assistant Director (Coordination) (BS-17)	Second Class Master's Degree or equivalent qualification from HEC's recognized University.	02 years experience in the relevant field in an organization or a firm of repute in public or private Sector.	22-30 Years
36.	Accounts Officer (BS-17)	Second Class Master's Degree in Commerce and PIPFA qualification.	with five years experience in post in BPS-16 or equivalent or above in audit and accounts in Government / Semi Government organization or firm of repute in public or private sector	22-30 Years
37.	Assistant Computer Programmer (BS-17)	Second Class Master's Degree in Computer Science or equivalent qualification from HEC's recognized University.	02 years experience in the relevant field in an organization or a firm of repute in public or private Sector.	22-30 Years
38.	Accountant (BS-16)	2 nd Class Bachelor's Degree with PIPFA qualification.	03 Years in the relevant field.	20-28 Years
39.	Computer Operator (BS-16)	i. 2 nd Class 4 Years Bachelor's Degree in Computer Science/IT ii. Diploma in Computer applications from any recognized institute.	3-5 Years in Computer Programming	20-28 Years
40.	Administrative Officer (BS-16)	i. Second Class Bachelor's degree in Business Administration or equivalent recognized by the HEC.	3 Years in administrative matters.	20-28 Years
41.	Stenographer (BS-16)	i. Second class graduate ii. 100/50 wpm speed in shorthand and typing respectively. iii. Computer literates preferable.	-	20-28 Years
42.	Assistant (BS-15)	i. Second Class Bachelor's Degree. ii. Computer literates preferable. iii. 6 weeks basic IT training course (including MS Office) conducted by NITB.	-	20-28 Years
43.	Steno-typist (BS-14)	i. Second class Intermediate ii. 80/40 wpm speed in shorthand and typing	-	18 - 25 Years

		respectively. i. Computer literate preferable.		
44.	Data Entry Operator (BS-11)	i. Second class Intermediate ii. Minimum speed of 10,000 key depression per hour for data entry/verification	5 Years	18 – 25 Years
45.	Sub Engineer (Civil) (BS-11)	Matric plus 03 years Diploma of Associate Engineering from any recognized Institute.	3 Years	18 – 25 Years
46.	Sub Engineer (E/M) (BS-11)	Matric plus 03 years Diploma in Electrical/Mechanical Engineering from any recognized institute.	3 Years	18 – 25 Years
47.	Draftsman (BS-11)	Diploma in Civil Engineering from any recognized institute with minimum three years experience.	3 Years	18 – 25 Years
48.	UDC(BS-11)	i. Intermediate ii. 3 weeks basic IT training course (including MS Office) conducted by NITB.	-	18 – 25 Years
49.	LDC(BS-09)	i. Matric second class ii. 3 weeks basic IT training course (including MS Office) conducted by NITB.	-	18 – 25 Years
50.	Staff Car (BS-05)	i) Middle ii) Valid driving license holder and well versed in the traffic rules.	-	18 – 25 Years
51.	Dispatch Rider (BS-05)	i) Middle ii) Should possess a valid LTV license	-	18 – 25 Years
52.	Record Keeper (BS-05)	Middle	-	18 – 25 Years
53.	Electrician (BS-05)	i) Middle ii) 2 years experience in electrician work	-	18 – 25 Years
54.	Photocopier Operator (BS-04)	i) Middle ii) 2 years experience as photocopier operator	-	18 – 25 Years
55.	Cook (BS-02)	i) Middle ii) 2 years experience of cooking	-	18 – 25 Years
56.	Naib Qasid (BS-02)	Primary	-	18 – 25 Years
57.	Sweeper(BS-02)	Primary	-	18 – 25 Years
58.	Security Guard(BS-02)	Literate preferably Middle pass. Ex-Army personnel will be preferred.	-	18 – 25 Years

Schedule-III

Conditions for Promotion in PHA Foundation

Promotion to posts in column 2 below shall be made by selection from amongst the persons who hold the post specified in column 3 on regular basis and possess the qualifications and experience prescribed in column No. 4 :-

S.No	Name of BS of the Post	Person eligible	Conditions of Eligibility
(1)	(2)	(3)	(4)
1	Director (Admn)/ Company Secretary (BS-19)	Dy. Director (Admn) (BS-18)	i. 12 years service in BS-17 and above OR 07 years service in BS-18 in case of direct recruitment in BS-18. ii. Satisfactory completion of mandatory training (MCMC). iii. Complete PER Record
2	Director (Finance) (BS-19)	Dy. Director (Finance) (BS-18)	i. 12 years service in BS-17 and above OR 07 years service in BS-18 in case of direct recruitment in BS-18. ii. Satisfactory completion of mandatory training (MCMC). iii. Complete PER Record
3	Director (Land & Estate) (BS-19)	Dy. Director (Land / Estate) (BS-18)	i. 12 years service in BS-17 and above OR 07 years service in BS-18 in case of direct recruitment in BS-18. ii. Satisfactory completion of mandatory training (MCMC). iii. Complete PER Record
4	Director (Contract Management) (BS-19)	Deputy Director (CM) (BS-18)	i. 12 years service in BS-17 and above OR 07 years service in BS-18 in case of direct recruitment in BS-18. ii. Satisfactory completion of mandatory training (MCMC) iii. Complete PER Record
5	Director (Monitoring & Coordination) (BS-19)	Deputy Director (Monitoring & Coordination) (BS-18)	i. 12 years service in BS-17 and above OR 07 years service in BS-18 in case of direct recruitment in BS-18. ii. Satisfactory completion of mandatory training (MCMC) iii. Complete PER Record
6	Deputy Director (Admn) (BS-18)	Assistant Director (Admn/HR)	i. 05 years service in BS-17 in administrative matters. ii. Complete PER Record
7	Deputy Director (Finance) (BS-18)	Accounts Officer	i. 05 years service in BS-17 in financial matters. ii. Complete PER Record
8	Deputy Director (Law) (BS-18)	Assistant Director (Legal)	i. 05 years service in BS-17 in legal matters. ii. Complete PER Record
9	Deputy Director (Land) (BS-18)	Assistant Director (Land/Estate)	i. 05 years service in BS-17 in Land and Estate matters. ii. Complete PER Record
10	Deputy Director (Estate) (BS-18)	Assistant Director (Land/Estate)	i. 05 years service in BS-17 in Land and Estate matters. ii. Complete PER Record
11	Deputy Director (Joint Venture) (BS-18)	Assistant Director (JV) (BS-17)	i. 05 years service in BS-17 in relevant field ii. Complete PER Record
12	Deputy Director (Media Management) (BS-18)	Assistant Director (Media) (BS-17)	i. 05 years service in BS-17 in relevant field ii. Complete PER Record
13	Deputy Director (CM) (BS-18)	Assistant Director (CM) (BS-17)	i. 05 years service in BS-17 in relevant field ii. Complete PER Record

14	Deputy Director (Planning) (BS-18)	Assistant Director (Planning) (BS-17)	i. 05 years service in BS-17 in relevant field ii. Complete PER Record
15	Deputy Director (Construction) (BS-18)	Assistant Director (Construction) (BS-17)	i. 05 years service in BS-17 in relevant field ii. Complete PER Record
16	Deputy Director (Monitoring & Coordination) (BS-18)	Assistant Director (Monitoring / Coordination) (BS-17)	i. 05 years service in BS-17 in relevant field ii. Complete PER Record
17	Assistant Director (Admn) (BS-17)	Administrative Officer/Assistant	i. 10 years service in relevant field in BS-16 ii. Complete PER Record
18	Assistant Director (HR) (BS-17)	Administrative Officer/Assistant	i. 10 years service in relevant field in BS-16 ii. Complete PER Record
19	Assistant Director (Information Technology) (BS-17)	Assistant	i. 10 years service in relevant field in BS-16 ii. Complete PER Record
20	Assistant Director (Litigation) (BS-17)	Assistant	i. 10 years service in relevant field in BS-16 ii. Complete PER Record
21	Assistant Director (Finance) (BS-17)	Assistant	i. 10 years service in relevant field in BS-16 ii. Complete PER Record
22	Assistant Director (Estate) (BS-17)	Assistant	i. 10 years service in relevant field in BS-16 ii. Complete PER Record
23	Assistant Director (Land) (BS-17)	Assistant	i. 10 years service in relevant field in BS-16 ii. Complete PER Record
24	Assistant Director (JV) (BS-17)	Assistant	i. 10 years service in relevant field in BS-16 ii. Complete PER Record
25	Assistant Director (Media) (BS-17)	Assistant	i. 10 years service in relevant field in BS-16 ii. Complete PER Record
26	Assistant Director (CM) (BS-17)	Sub-Engineer	i. 10 years' service in relevant field in BS-11 and above ii. Complete PER Record
27	Assistant Director (QS) (BS-17)	Sub-Engineer	i. 10 years' service in relevant field in BS-11 and above ii. Complete PER Record
28	Assistant Director (Construction) (BS-17)	Sub-Engineer	i. 10 years' service in relevant field in BS-11 and above ii. Complete PER Record
29	Assistant Director (Planning) (BS-17)	Sub-Engineer	i. 10 years' service in relevant field in BS-11 and above ii. Complete PER Record
30	Assistant Director (Architect) (BS-17)	Sub-Engineer	i. 10 years' service in relevant field in BS-11 and above ii. Complete PER Record
31	Assistant Director (Monitoring) (BS-17)	Assistant	i. 10 years' service in relevant field in BS-11 and above ii. Complete PER Record
32	Assistant Director (Coordinating) (BS-17)	Assistant	i. 10 years service in relevant field in BS-16 ii. Complete PER Record
33	Account Officer (BS-17)	Accountant	i. 03 years service in BS-16 ii. Complete PER Record
34	Assistant Computer Programmer (BS-17)	Computer Operator	i. 03 years service in BS-16 ii. Complete PER Record
35	Private Secretary (BS-17)	Regular Stenographer, including those in Selection Grade	i. 07 years satisfactory service as Stenographer, including service in selection grade. ii. Complete PER Record
36	Computer Operator (BS-16)	DEO	i. 05 years as Data Entry Operator ii. Complete PER Record
37	Administrative Officer (BS-16)	Assistant	i. 03 years service as Assistant ii. Complete PER Record
38	Stenographer (BS-16)	Stenotypist	i. 03 years service as Stenotypist ii. Complete PER Record
39	Assistant (BS-15)	UDC	i. 03 years service as U.D.C. ii. Complete PER Record
40	UDC (BS-11)	LDC	i. 3 years service as LDC ii. Complete PER Record
41	LDC (BS-09)	Employees holding posts below BS-05	i. Matric with minimum typing speed of 30 wpm. ii. Computer knowledge preferable iii. Complete PER Record